

Our School Vision

At Essa Primary Academy we are determined to create an aspirational culture where all children will be provided with educational excellence 'Right From The Start'.

Our vision is to provide our children the best opportunity to achieve their potential and develop into independent learners, irrespective of their background, culture, ethnic origin, religion or any other status. We are an inclusive school, providing an innovative, technologically advanced, exciting, creative and engaging approach to learning and teaching. We are committed to excellence and continuous improvement in all that we do.



Our Core Values

It is our values that determine our thinking and behaviour. Through a values focused education, a positive culture for teaching and learning is created which is based upon valuing ourselves, each other and the environment. Our school values support the development of the whole child.

The ethos of our school is built on a foundation of six core values which are addressed directly through lessons, assemblies and across the whole curriculum. Each half term we focus on a particular value. We learn to understand what the values look like and how we can demonstrate the value, in the way we behave, in our attitude towards each other and in our learning. Parents are encouraged to develop the termly value at home and have the opportunity to nominate their child for displaying the value.

Our six core values are:



Our Aims and Objectives

- To ensure that all of our children have the opportunity to achieve to their maximum academic potential.
- To utilise the advantages that the innovative use of creative learning technologies can bring to engaging student learning.
- To develop a curriculum which not only meets the needs of all of the children but also provides opportunities for all children to succeed.
- To have equality, diversity and community cohesion central to the work of the school.
- To ensure that high quality opportunities are available for all children including those with learning difficulties and/or disabilities.
- To engage, involve and support parents, teachers and other adults involved in working with the children to help them unlock their full potential and realise their educational ambitions.
- To encourage children to develop respect for each other so they can form caring and tolerant relationships and be sympathetic to the needs of others.



Essa Primary Academy is characterised by:

A culture of respect for local people, local culture and local values.

Adults dedicated to serving the needs of its community.

Families who are true partners in their children's education.

Staff who have been selected not only because they are outstanding professionals but also because they believe they have a responsibility to reach every child.

- Children who expect to reach high academic standards, make positive personal growth, behave with respect and dignity and develop the emotional resilience to succeed, even in the face of adversity 'Right From The Start'.

Daily Routine

Breakfast Club

Breakfast Club is offered daily from 7.30am. All children attending breakfast club will be provided with cereal, toast and a drink of milk or juice. The breakfast club will cost £1.50 per day and can be used either every day or just selected days. Provision of this club will be based on uptake, so please speak to the school office if you are interested.

Morning

Children should arrive when the gates open at 8:15am and wait at the classroom door (Reception) or the main Pupil Entrance where the doors will be opened at 8.20am. They should then proceed quietly to their classroom where the teacher will be waiting. Parents are welcome to accompany their children into school. School commences at 8:30am.

Break Time

Children from Reception up to Y2 are provided with a healthy snack to eat during the morning session. Children in Years 3-6 may bring in a piece of fruit for snack.

Milk will be provided free of charge for children under 5 years old. If your child is 5 or over, you are able to sign up to the Cool Milk scheme for £15 per term. Further details can be found on their website www.coolmilk.com or through the school office.

School Meals

All children in Reception, Year One and Year Two are currently entitled to a free hot meal each day whilst children in Years 3-6 can purchase a meal for £1.50 per day. Our meals are prepared on site in our school kitchen. If your child has any dietary requirements, please speak to the office staff. A copy of the menu can be collected from the school office.

Packed Lunch

If you would prefer for your child to bring a packed lunch, please send a healthy meal in a labelled bag/box. We have a 'no nuts' policy in school and therefore request that you do not send items made from nuts such as peanut butter. Children choosing to bring a packed lunch will be provided with a healthy lunch box leaflet. Fizzy drinks and glass bottles are not permitted.

Home Dinner Arrangements

Please note the procedure for children going home at lunchtime:

- We require a brief note addressed to the class teacher, stating that your child will be having a home dinner and who will be collecting them.
- Whoever is collecting the child for home dinner needs to report to and collect the child from the school office (not the classroom or classroom exits).
- Children must be collected from school at 12.00 (11.45am for Reception children) and return to school at 12:45pm (12.30pm for Reception children) ready for their afternoon lessons.

Afternoon

The afternoon session will end at 3.20pm Monday to Thursday and 1.30pm on a Friday. After school childcare can be provided by School Shuttle who will collect the children from school and take them to their afterschool provision. Further information can be found on their website www.schoolshuttle.co.uk or by contacting 01204 416990.

The school office is open for general enquiries Monday to Thursday 8:00am to 4:15pm and Friday until 2.30pm

Arrival and Departure from School

Parents are asked **not to park** on the chevrons on Lever Edge Lane in front of the school as this creates a significant hazard for other children and adults. There is a dedicated drop off zone available on the main Academy car park. All reception and infant children should be accompanied by a parent or child minder who should remain with the children until they are allowed into their classroom.

At 3:20pm (Monday to Thursday) and 1:30pm (Friday) all children should be collected from their entry door. Their class teacher or a member of the support staff will accompany them. If parents are not by the door, the child will be taken back into school and must be collected from the school office.



Attendance And Absence

Attendance

Parents are responsible for ensuring that their children attend school regularly and on time. This is a **legal** requirement.

Absence From School

Children must attend school unless it is absolutely unavoidable. If your child is absent from school, please contact the school office between 8:00am and 8:30am. If we do not receive notification we will contact you to confirm the absence. Parents should be aware that absence is authorised at the discretion of the Principal and that an absence note, in itself, does not authorise an absence.

Absence may be authorised for the following reasons:

- Medical, either through illness, dental or hospital appointments etc.;
- Religious observance by a religious body to which the child's parents belong;
- Exclusion by the school.

If an absence does not fit into any of the above categories it will be registered as unauthorised. If children's absence falls below the national expectation of 95% you will be notified by the Principal.

The school does not support holidays during term time unless there are exceptional circumstances. All parents requesting a holiday form must make an appointment to see the Principal first and all holidays are classified as unauthorised.

Lateness

Registers are closed and sent to the school office at 8:45am. Children who arrive after this time are deemed absent for registration and will receive a late mark at the school office. Children who arrive more than thirty minutes after the closure of the registers will be marked absent but with authorisation for the entire morning session.

Attendance is monitored by the Principal. If lateness persists the Principal will contact parents. All children who are late must report to the school office to register their arrival and to make lunchtime bookings for a school meal or packed lunch.

School Uniform

Essa Primary uniform is very important. A smart appearance reflects the right attitude to learning. General appearance can be as important as the uniform itself. For full details of our uniform policy, please download a copy from our website or ask at the school office for a copy of our policy.

All children need:

- Royal blue Essa Primary crew neck sweatshirt/sweatshirt cardigan.
- Bright yellow Essa Primary polo shirt.
- Grey school trousers/skirt/pinafore dress. An optional pinafore with the Essa Primary logo is available from Smart Clothing.
- White or grey socks or grey tights with flat, black sensible school shoes. Shoes are to be plain with no coloured logos. Plain black trainers are acceptable. Crocs or open toed sandals are not acceptable.
- Blue Essa Primary book bag.
- **Optional** blue Essa Primary zip fleece and waterproof jacket.



During summer months, pupils may wear a blue gingham dress or grey tailored shorts. During winter months, children may wear wellington boots to school but these **MUST** be stored in a bag and indoor shoes worn whilst inside the building.

Essa PE Kit Items - Compulsory

- White Essa Primary PE polo shirt.
- Navy blue shorts (indoor) or tracksuit bottoms (for outdoor PE).
- Plimsolls/trainers.
- Essa Primary PE bag to keep these in at school.

On PE days, all earrings must be removed. If your child cannot remove their own earrings, this must be done at home before coming to school. Long hair must be tied back for PE/sports

activities.

Uniform items can be purchased from Smart Clothing, Units 5-7 Blackhorse St, Bolton, BL1 1SY.

School Communication Contacts

Face to Face Communication

Class Teachers/Teaching Assistants

All day-to-day queries/concerns should always be communicated with the class teacher in the first instance. If the teacher is otherwise engaged, please inform the Teaching Assistant (TA) of your need to communicate with the teacher so that he/she can get back to you at his/her earliest convenience. If it is an emergency which involves the safety/health/welfare of your child, please inform Mrs Atherton, the Principal.

Principal

The Principal may be contacted via telephone, email or in writing and will reply, within three working days. If your immediate query or concern persists for a variety of reasons, then please either book an appointment to see the Principal through the school office or ask if she is free that morning. Booked appointments will always take priority unless it is an emergency. In the latter case please inform the admin team.

Parents see the Principal for a variety of other reasons; pupil progress, behaviour issues or for information on personal family situations including house/school moves. It is always helpful to understand the child's needs within the family context.

School Office

Tel: 01204 333226

Email: office@essaprimary.org

If your child is ill during the school day, one of the school's admin team, dinner supervisor, the class Teaching Assistant (TA) or class teacher will contact you either to collect your child or to ask your advice. Sometimes a child visits the sick bay complaining of an illness when, in fact, they are concerned about something which has happened either at school or at home. On these occasions we may ring you to ask for your advice.

Queries regarding school milk money, trip money, photograph payment etc. should be addressed to the school office although payment should normally be made via the child's class teacher so that a receipt can be issued or through the online payment system.

Midday Supervisors



Any queries/concerns about incidents which occur at lunchtime can be communicated to the Principal through the school office who will discuss the queries with the midday supervisors team.

Governors

If any of the other school personnel have not dealt with a query or concern to your satisfaction, we have a very helpful and committed parent governor with whom you can discuss your issues further.

Alternatively, our Chair of Governors, Mr Nigel Whittle can be contacted. Contact details can be obtained via the school office.

Written Communication

Our website www.essaprimary.org contains a vast amount of information about our school. Further information can also be requested from the school office.

Weekly newsletters are sent home via pupils or by email and contain information about current events, dates, weekly dinner menus, new developments and celebrating achievements.

At the beginning of each term you will receive a letter from your child's class teacher which will contain details of the planned project, homework and annual targets. In this letter there might also be requests for help or resources that link in with the project.

Parent Consultations

Formal consultations are held with class teachers each term to discuss children's progress. Sessions start in the early afternoon and run until early evening and all parents may book a 10 minute meeting. In addition, if a parent or teacher has a particular concern about a child's progress, behaviour or other factors affecting their education additional meetings can be arranged.

Reports

Reports are sent home with your child during the Summer term. These will contain a detailed account of your child's progress in the curriculum areas.

Open Evenings

All parents are invited to our annual open evenings which are usually held in September and July to look around the school, meet your child's new teacher and find out more about what they will be/have been learning during the year.

Educational Events/Parent Workshops

These are held to discuss the curriculum or new school initiatives during the year. We will also offer guidance on how to help your child at home with phonics, reading and maths.

Home-School Agreement

This document details our aims and values and also outlines the responsibilities of both parents and the school. This agreement is part of the school's wider policy on parental involvement and is reviewed every year. We ask that all parents and children agree to and sign the Home-School Agreement every year.

Health And Welfare

Health Care

The school has access to a community nurse who is based at a local Health Centre and can be contacted via the school office.

Please avoid booking medical or dental appointments during the school day. In emergency situations when this is necessary, please inform us about appointment details so that they can be noted in the register. Children must be collected or delivered back to school via the school office where they will be signed in and out.

We request that any child who has experienced sickness or diarrhoea does not return to school until at least 48 hours after the last episode of sickness or diarrhoea in order to reduce the possibility of spreading infection further. Thank you for your co-operation in this.

Emergency contact

In the event of illness or accident, it is essential that we are able to contact either a parent, carer, other relative or other responsible adult. Any changes in contact details should be notified, as soon as possible, to the school office.

The majority of support staff and midday supervisors are First Aid trained and any child who is ill or injured will receive an initial assessment by a trained member of staff. Any child visiting the First Aid room will receive a slip to bring home. Parents will be contacted if a child needs to go home or receive further treatment from a doctor. If there is a medical emergency the school will call the ambulance service and contact the parents/carers of the child.



Medicines in school

School staff cannot administer unprescribed medication such as over the counter cough medicine or paracetamol during the school day. If medication has to be administered then it is the parent's responsibility to make arrangements for the medicine to be administered by either coming to school and giving it personally to their child or by delegating that responsibility to another named adult (relative, child minder, friend etc.).

Medication can only be administered by school staff in the following circumstances:

- That it is necessary to preserve life e.g. allergic reactions, asthma, diabetes;
- That the condition requiring medication is ongoing and requires immediate treatment to prevent it worsening e.g. hayfever, migraine. In both cases the medication can only be administered if:
 - The medication is prescribed or accompanied by a doctor's note;
 - The parent takes responsibility for the delivery/collection of the medicine to/from school, its replacement and checking that the medicine is in date;
 - All medication must be given to school in its original packaging with the child's name on a pharmacy label);
 - Parents must complete a consent form which is then given to the admin team.

The above also apply to any medication taken on educational visits.

Further details of the school's policy on the administration of medication is available from the Principal.

Health Education

All children participate in a health education programme during their years at Essa Primary Academy. This is part of the Personal, Social, Health and Citizenship programme. The Governing Body has a responsibility to ensure that sex and relationship education takes place. This takes place within a broad health education programme, which includes input from the community nurse. For younger children it takes place within projects on topics such as growth, learning about ourselves and as opportunities arise e.g. the arrival of a new baby.

Child Protection

Under the Education Act 2002 (section 175), schools must make arrangements to safeguard and promote the welfare of children. The law requires all school staff to pass on information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional or sexual abuse. The staff will seek, in general, to discuss any concerns with the parent or carer, and where possible inform them of the referral to Social Care. This will only be done where such discussion will not place the child at increased risk of significant harm.

In accordance with local information sharing protocols, we will ensure that information is shared effectively and sensitively. Information will only be shared with other services where it is deemed necessary and proportionate to ensure that children and young people are safe and receive the right service.

Schools will seek advice from Social Care when they have reasonable cause to suspect a child may be suffering or likely to suffer significant harm.



Safeguarding Children in Education

The school is compliant with all duties placed upon it by the Education Act (2002) which requires that the following responsibilities are discharged by the Governing Body:

- There is a Child Protection policy and procedures in place.
- The school operates safe recruitment practices.
- The school maintains a single central record which includes details of all DBS checks.
- The school has a properly trained senior manager who

is designated to take lead responsibility for dealing with Child Protection and this training is refreshed every 2 years. Currently the Principal has been trained in this regard.

- All members of staff receive Child Protection training to equip them to carry out their Child Protection responsibilities effectively and this is refreshed every 3 years.
- All temporary staff and volunteers are informed of the arrangements for Child Protection.
- There is a member of the Governing Body with responsibility for Child Protection.
- The school seeks assurances from other organisations using the school for after-school activities that they have appropriate policies and procedures.
- The Governing Body reviews its policies and procedures annually and makes an annual report to the Local Authority (LA) regarding Child Protection.

School Security

Access to the school during the day is only via the main entrance door which is operated by the admin team. All external doors are kept locked during the day. Children are encouraged to be vigilant and report any unknown adult in school, who is not wearing a badge, to a member of staff.

Personal Property

It is not permitted for children to bring valuables, mobile phones or money to school. If they are brought to school, they will be handed to the school office for safe-keeping and must be collected by a parent/carer. The school is not insured for damage or loss to personal items and we strongly recommend that all items which are brought to school are covered by your household insurance policy.

Lost Property

There is a lost property box at the back of the school hall. Any found items will be stored in the box until the end of term. Any unclaimed items will be given to charity.

Help in School

We are always delighted if any parents, grandparents or family members offer to help in the classroom. Please contact your child's class teacher if you would like to help in any way. All volunteer helpers must sign a copy of our volunteer helper policy which is available from class teachers. Please see the office to check whether or not you require a DBS check (Disclosure and Barring Service).

Discipline And Behaviour

Praise and Behaviour Management

At Essa Primary Academy all expected behaviour is based on our school values. There is a strong emphasis on courtesy and consideration for others. We aim to develop self-discipline which is a mark of a maturing child. Teachers encourage a positive approach, praising pupils and highlighting outstanding work. We also use a restorative approach to managing behaviour. Details of the behaviour policy can be obtained from the school office or viewed on the school's website. We use Class Dojo to track behaviour in school. You will be provided with log in details to access live information about your child.

Bullying

We believe that all children should understand that bullying is unacceptable and our aim is to provide the appropriate support to the victim, whilst considering carefully the consequences for the bully. We encourage children to feel that they can discuss any concerns about bullying. All members of staff are available to listen to and help with such problems.



Parents are always kept informed about bullying issues relating to their children. It is also important to note that parents can bring any worries to the school's attention. All incidents are treated seriously and confidentially. Further information can be found in our Anti-Bullying policy which is available both on our school website or through the school office.

Positive handling to restrain or control pupils

Essa Primary Academy is committed to ensuring that all staff and adults with responsibility for children's safety and welfare will deal professionally with all incidents involving aggression or reckless behaviour and only use physical intervention as a last resort in line with Government and Local Authority guidance.

If used at all it will be in the context of a respectful, supportive relationship with the pupil. We will always aim to ensure minimal risk of injury to both pupils and staff.

Special Educational Needs And Disability (SEND)

Children, at some time in their school career, may have Special Educational Needs of some kind. The difficulties a child may experience can vary and may occur in a number of areas. Some children will need help and support all of the time that they are at school, while other children may only need help for a short time.

Our aims with regard to Special Educational Needs and Disability (SEND) at Essa Primary Academy are:

- To have a curriculum which is accessible to and includes all pupils, and which matches their individual needs.
- To ensure that the requirements of those pupils with SEND are met.
- To ensure the early identification and assessment of children's needs and to act upon the results of such identification.
- To ensure that children with Special Educational Needs receive a broad and balanced curriculum.
- To ensure that all children with SEND join in all school activities as far as possible.
- To provide differentiated work to take account of the needs of More Able/Gifted and Talented children as well as those with learning difficulties and ensure that the development of their children is celebrated.
- To ensure that the atmosphere of the school promotes a happy, sensitive and secure environment to enable the most effective learning.
- To ensure that the school aims to encourage parents as partners in the learning process for their children.
- To appreciate that notable achievement can be made by all pupils and these should be recognised and recorded.

Throughout their time at Essa Primary Academy, a pupil's progress is continuously monitored and tracked. This helps to highlight any problems immediately and identifies any children who may be falling behind. As soon as any problems are highlighted, appropriate intervention is taken to support pupils in the learning process through being placed on the SEND register and given an Individual Education Plan (IEP). The SEND register is maintained by the Special Educational Needs Co-ordinator (SENDCo) and reviewed on a termly basis. The policy for Special Needs is being reviewed at a National Level and you will be kept informed of the relevant changes.

Children with disabilities

As a school we are fully compliant with the Disability Discrimination Act and ensure targeted and ongoing support for children with a range of disabilities including physical, medical and emotional needs.

The official complaints procedure for Special Needs is as follows:



If you have any complaint about the Special Educational provision for your child, or about Special Educational Needs generally, please speak to the Principal or to any member of the Governing Body. If you speak to a governor then he/she will, in the first instance, refer the matter to the Principal. The Principal will investigate and then contact you as soon as possible. If he/she has not resolved the matter to your satisfaction it will be referred to the Special Needs governor who will raise the matter at the next Governing Body meeting and reply to you as soon as possible.

Diversity

The governors and staff at Essa Primary Academy recognise the positive contribution of the cultural and ethnic diversity present in the school and in society as a whole.

As partners in the education of our children staff, parents and governors fully appreciate the special responsibility they have to help all children develop respect, values and attitudes which are appropriate for our multi-cultural society.

We do not tolerate racist, homophobic or sexist incidents and will always help children be proactive in implementing our school value for equality. We investigate, action and record any racist incidents which is reported termly to the Local Authority.

Accessibility

If your child has a disability he or she will be treated the same as other applicants for admission. We make reasonable adjustments to ensure that pupils with disabilities are not placed at a substantial disadvantage and participate fully in school life. We will take all reasonable steps to ensure that people with a disability are not treated differently without lawful justification.

It would be helpful if parents could:

- Inform the school, at the earliest opportunity, if their child has a disability and the exact nature of that disability.
- Provide the information the school needs to plan effectively for the child to be a full member of the school community.
- Acknowledge that when deciding whether an adjustment is reasonable, one of the factors the Principal must consider is the effect of the proposed change on all members of the school community.

Equal Opportunities

Education at Essa Primary Academy is operated within our statement of equal opportunities. We believe that education has a crucial role to play in bringing about a fair and just society. It is important that pupils learn to respect themselves and each other as future citizens so that we can build a society which is based on mutual respect and understanding.



The Curriculum

The main aim of our curriculum is to offer a range of experiences that will develop your child and his/her potential in every sphere of growth and learning. We provide a challenge based creative curriculum. We believe very strongly in a broad and balanced curriculum and value creativity as an essential part of children's learning but we also have a strong emphasis on every child's achievement in English and Mathematics.

Organisation of the curriculum

The school is organised in the following way:

Early Years Foundation Stage – Reception.

Key Stage 1 - Infants (Years 1 and 2).

Key Stage 2 – Juniors (Years 3 to 6)

Reception children follow a foundation stage curriculum with early learning goals which should be achieved by the end of their Reception year. The foundation curriculum covers education in pre-schools and nurseries and operates from the ages of 2 to 6 and, therefore, provides continuity from pre-school to school.



The curriculum is a balance of free exploration, play and set tasks. There is an emphasis on English and Mathematics as the children progress through their time in this class. Children are not functioning within the National Curriculum at this stage but will have gained valuable experiences in readiness for National Curriculum requirements in Year 1.

The curriculum is organised around the Cornerstones Curriculum. It consists of English, Mathematics, and a topic based approach to all other subjects.

Religious Education (RE) is not part of the core curriculum but is regarded as a main subject to be taught. We follow the Bolton syllabus for RE which aims to provide children with knowledge and understanding of the nature of religions, their beliefs and practices. Parents retain the right to request withdrawal of their children from RE lessons and from assemblies, which under the 1988 Education Act are required to be broadly Christian in character.

Personal, Social, Health and Citizenship Education is also a focus at Essa Primary Academy in our curriculum as it makes a valuable contribution to children's development.

English

A strong emphasis is placed on the teaching of English through our challenge based cross-curricular approach. Read, Write Inc. provides the core emphasis of the English curriculum. English lessons will also often link with the children's topic. We believe that it is really important to provide children with a purpose for writing wherever possible. This could be writing instructions for how to play a board game that they have designed, writing clues for a treasure hunt or a letter to the

Principal to ask for more playtime. Each week we will have a long writing session where children will be able to develop the skills they have been learning independently.

Handwriting is taught from Reception so that children can learn how to form letters correctly before joining letters further up the school. We use the 'Letter Join Scheme' to support the teaching of handwriting. Handwriting activities include large and fine motor skills activities, as well as teaching the correct language to describe the shape and direction of the letter formations and joins. We encourage children to take pride in their presentation and be proud of their work.

At Essa Primary Academy we aim for all children to read with confidence, fluency and understanding. We will encourage interest and enjoyment in books and other reading materials by enabling children to share a wide variety of reading with yourselves, teachers and other children in school. You are encouraged to play a supportive role in the teaching of reading by enjoying regular reading sessions with your child at home. All children will be given levelled reading books according to their age and stage to practise their skills at home. There will also be the opportunity to borrow books to take home from a wide selection of both fiction and non-fiction books in the school library.

Speaking and listening opportunities are also a key focus at Essa Primary Academy and will be provided each day through a variety of different activities.

Phonics will be taught daily, in small groups, throughout the school using 'Letters and Sounds' in conjunction with Read Write Inc. Children will be grouped according to their ability not their age. There will be regular teacher assessments so that the group each child is in matches their needs.

Mathematics

Mathematics is a language which helps us describe the world around us and solve many of the problems we encounter. It is full of: certainties and predictabilities which behave in reassuringly constant ways; patterns, sequences and laws which captivate a spirit of wonder; and, puzzles - the solving of which promote a real drive to share reasoned findings with interested others.



In our work with children, within the realms of Mathematics, we aim to facilitate a fluency of understanding, which will underpin thinking, enabling an increasingly confident, self-directed and creative development of mathematical concepts! It is our intention to equip our children well for a bright future in an increasingly technological, mathematically-demanding world.

Challenge Based Curriculum

Science, Art and Design, ICT, DT, Geography, History, Music and PE will all be taught through our challenge based curriculum - Cornerstones. Each half term the children will be taught through an Imaginative Learning Project.

Assessment

Foundation Stage

This is a form of continuous assessment which takes place throughout the child's Reception year and culminates in a final summary at the end of the year. The Early Years Foundation Stage (EYFS) profile is reported to parents at the end of the summer term.

Other Forms of Assessment

Year 1 children are assessed nationally on their phonics development. From Year 1 onwards we use continuous assessments to monitor progress in reading, writing and maths. We use 'Big Write' to assess writing regularly.

Educational Visits

These form an important part of your child's education and are curriculum linked. During your child's stay at Essa Primary Academy he/she will participate in educational visits such as:

- Local walks around the area.
- Day trips to museums, environmental centres, art galleries etc.
- Sporting fixtures.
- Extended residential visits.

All visits are linked to the school curriculum. You will be required to complete a form giving permission for educational visits. All visits requiring transport will be in coaches or minibuses with seat belts. The teachers responsible for the visits act 'in loco parentis' at all times and will give the care which any reasonable parent would give.

Under the Education Reform Act, 1988, parents are asked to make a voluntary contribution to help fund these visits. We are required to state that these contributions are voluntary but if insufficient funds are received the school reserves the right to cancel the visit or event. If children are in receipt of pupil premium funding, the Governing Body will make a financial contribution towards these educational visits.



Community Involvement Friends of Essa Primary

The school began a PTA in September 2014 and all parents are automatically members. A committee will be elected at the Annual General Meeting, the date of which is communicated via the newsletter.

School Governors

The Governing Body works closely with the Principal in the leadership and management of the school. It meets regularly during the term with additional committee meetings to discuss individual areas e.g. Attainment and Achievement, Health and Safety, Premises, School Development, Finance, Inclusion and Personnel issues. The minutes of Governing Body meetings are available to parents on request.

The governors play an active role in school improvement and raising standards. They are always happy to talk to you about any matters related to school and your children. All parents are eligible to stand for the position of parent governor as and when such positions arise. Notification of vacancies is via election documentation provided by the clerk.

Parent Partnership

The Local Authority operates a Parent Partnership scheme which provides independent advice to parents about their children with SEN. It is advisable to contact the Principal, in the first instance, to register any concerns. Bolton Parent Partnership can be contacted on 01204 848722.

Please don't hesitate to contact the school office if you have any questions about the school – 01204 333226 or office@essaprimary.org